

# WEST MANHEIM TOWNSHIP BOARD OF SUPERVISORS

## WORK SESSION

**Thursday, February 4, 2020 7 p.m.**

Vice Chairman Hartlaub called the Work Session to Order at 7 p.m., followed by the Pledge to the Flag and a moment of silence. The meeting also took place through the GoToMeeting video conferencing software.

ROLL CALL: Present were Supervisors Hartlaub, Krysiak, Rynearson, Staaf, Township Manager, Michael Bowersox, Solicitor Walter Tilley, III, Township Engineer Chris Toms, and Township Secretary Miriam Clapper. A quorum was present. Supervisor Ault was not present.

ANNOUNCEMENT: Vice Chairman Hartlaub announced that an executive session took place before the meeting to discuss personnel issues.

PUBLIC COMMENTS: Vice Chairman Hartlaub asked if anyone wanted to address the Board and received no answer. Township Manager Michael Bowersox asked those attending the meeting through GoToMeeting if anyone wanted to address the Board and received no answer.

APPROVAL OF MINUTES: Supervisor Rynearson made a motion to approve the Minutes of the Regular Board Meeting of Tuesday, January 19, 2021, seconded by Supervisor Staaf. **Motion carried.**

CORRESPONDENCE: Vice Chairman Hartlaub noted the Township received no correspondences.

APPROVAL OF DISBURSEMENTS: The Disbursements from all Funds were approved, as listed, in a motion by Supervisor Rynearson, seconded by Supervisor Krysiak. **Motion carried.**

ACTION/DISCUSSION ITEMS:

### ACTION ITEMS

A. Motion to adopt Resolution #2021-08 Charge for Real Estate Tax Certification

Vice Chairman Hartlaub wanted to know where the money that the Tax Collector charges for real estate tax certification goes. Supervisor Rynearson asked Township Solicitor Walt Tilley and was told it goes into the general fund.

Supervisor Krysiak made a motion to adopt Resolution #2021-08 Charge for Real Estate Tax Certification, seconded by Supervisor Rynearson. **Motion carried.**

B. Motion to adopt Resolution #2021-09 Charge for Real Estate Tax Duplicate

Supervisor Krysiak made a motion to adopt Resolution #2021-09 Charge for Real Estate Tax Duplicate, seconded by Supervisor Rynearson. **Motion carried.**

C. Motion to Grant the Request from the Pleasant Hill Volunteer Fire Company for \$10,000 for repairs to fire apparatus.

Vice Chairman Hartlaub asked the reason for the request and Supervisor Rynearson read from the letter (copy on file) that the Pleasant Hill Volunteer Fire Company gave to the Board requesting the release of the \$10,000.

Supervisor Staaf made a motion to grant the request from the Pleasant Hill Volunteer Fire Company for \$10,000 for repairs to fire apparatus, seconded by Supervisor Rynearson. **Motion carried.**

At this point (7:10 p.m.) in the meeting Township Manager Michael Bowersox asked to take a break from the meeting to deal with audio trouble for those watching online. The meeting resumed (7:22 p.m.) and Supervisor Rynearson asked Township Manager Michael Bowersox to review the Action Items A and B.

Township Manager Michael Bowersox then asked the Township Tax Collector Ruth Neiderer where the money goes when she collects the charges for real estate tax certification and the charge for real estate duplicate.

Ruth Neiderer explained that those fees go to her as the Tax Collector as income. Township Manager Michael Bowersox asked Ruth Neiderer to give some background on the real estate tax certification. She explained that settlement companies request a real estate tax certification when they are doing a title search to make sure there are no outstanding debts on a property. She explained that tax collectors are the only ones who have that up-to-date information. She explained that by law tax collectors can collect a fee for that information.

Township Solicitor Walt Tilley asked the Tax Collector Ruth Neiderer what she did with the money she collected. She explained that it goes into her account as income, which she pays income taxes on. The Solicitor asked if the money she collected was given to the township to be put into the general fund. She said no; she explained that according to the Tax Collector's Manual for Pennsylvania that this charge is allowed because they are the only ones with the information.

Supervisor Rynearson wanted to know if what the Tax Collector Ruth Neiderer was telling them applied to both resolutions, and she said that it did.

Township Solicitor asked the Board member if they wanted to approve the Resolution with that understanding.

Supervisor Rynearson made a motion to adopt Resolution #2021-08 Charge for Real Estate Tax Certification, seconded by Supervisor Krysiak. In a vote of Supervisors Rynearson and Krysiak voting "yay" and Supervisors Hartlaub and Staaf voting "nay" the **Motion failed**. The current resolution stays in place.

Supervisor Staaf asked what Resolution #2021-09 Charge for Real Estate Tax Duplicate had to do with. Township Tax Collector Ruth Neiderer explained that this tax has always been in place, and most tax collectors have this resolution, she does not. She also said that she may never use it, but the next tax collector may need to use it. She explained that when a bill gets mailed to the homeowner and the homeowner does not send a copy of that bill to their mortgage company, the mortgage company

contacts her to get a copy. She pointed out that according to the Tax Collector Manual she can charge for printing all the bills a mortgage company asks for. Township Solicitor Tilley asked if she charged for this now and she said no, because she doesn't have a resolution in place that allows her to charge for a real estate tax duplicate.

Township Solicitor Tilley explained that the Tax Collector is asking for this resolution to charge mortgage companies when a duplicate tax bill is requested from them, which can be a large amount.

Supervisor Rynearson felt what the Tax Collector was asking for in Resolution #2021-09 Charge for Real Estate Tax Duplicate was reasonable for the work that was involved. He then made the motion to adopt the resolution.

Supervisor Rynearson made a motion to adopt Resolution #2021-09 Charge for Real Estate Tax Duplicate at the fee of \$5, seconded Supervisor Krysiak. In a vote of Supervisors Rynearson and Krysiak voting "yay" and Supervisors Hartlaub and Staaf "nay" the **Motion failed**.

Tax Collector Ruth Neiderer then explained that the tax certification fee almost becomes, in a way, a legal piece of paper for settlement. She further explained that most tax collectors are charging \$50, a lot are charging \$30. She explained the tax collector in Penn Township and Manheim Township are charging \$25, that is why she asked for the \$5 increase for the real estate tax certification. She explained that as tax collectors they are trying to all charge the same amount.

D. Motion to grant permission to buy a 2021 Ford Explorer Police Cruiser

Supervisor Krysiak made a motion to grant permission to buy a 2021 Ford Explorer Police Cruiser for \$44,395, second by Supervisor Staaf. **Motion carried.**

E. List of available CDL drivers for plowing snow

Supervisor Rynearson made a motion to approve the hiring of part-time surge employees for snow removal in major storms at base pay rate for up to five employees on an as needed basis, seconded by Supervisor Krysiak. **Motion carried.**

F. Purchase of floor buffer

Supervisor Rynearson made a motion to buy a reconditioned floor buffer with a limit of \$700, seconded by Supervisor Staaf. **Motion carried.**

DISCUSSION ITEMS

A. Ryan Homes – Front setbacks in the Conservation Overlay District.

Paul Minnich and Nick Liparini representing Dan Ryan Builders were present to ask the Board of Supervisors and present their case to consider a potential text amendment to address the issue of setbacks in the conservation subdivision overlay district. No decision was needed or made at this time.

B. Pay off currently leased vehicle/equipment

Vice Chairman Hartlaub expressed he would like to see the township payoff the currently leased vehicles. He does not want to see that debt. Supervisor Rynearson asked about the payoff fees and Township Manager Michael Bowersox said that the Board would be saving about \$8,000 in interest.

Supervisor Staaf made a motion to pay off currently leased vehicle/equipment, seconded by Supervisor Krysiak. **Motion carried**

**SUPERVISORS AND/OR PUBLIC COMMENTS:** Vice Chairman Hartlaub asked if any of the Supervisors had any comments and Supervisor Rynearson informed the Board that he got a request from the Fire Company that they needed the money from the township to continue the process of building the engine and that Chief Clouser wanted Supervisor Rynearson to express again, thank you to Supervisor Hartlaub for his individual donation of \$50,000 and thank you to the Board of Supervisors for the Township's donation of \$100,000 towards the purchase of the new fire engine. Supervisor Rynearson expects the new engine to be delivered in March.

Township Manager Michael Bowersox asked if anyone viewing online wanted to make any comments and received no reply.

**NEXT SCHEDULED MEETINGS:** Board of Supervisors Regular Meeting – Tuesday, February 16, 2021 at 7 p.m. with Supervisor Caucus at 6p.m. Work Session Meeting – Thursday, March 4, 2021 at 7 p.m. with Supervisors Caucus at 6 p.m.

**ADJOURNMENT:** Vice Chairman Hartlaub adjourned the meeting at 8:25 p.m.

Respectfully submitted,

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Miriam Clapper, Secretary

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Vice Chairman